

PUBLIC NOTICE

The city of Shreveport's Department of Community Development is seeking applicants for the position of Bureau Chief for the Bureau of Housing and Business Development. This is an appointed position and serves at the pleasure of the mayor. For a detailed description of the duties, qualifications, and additional requirements, please go to the City of Shreveport's website at www.shreveportla.gov . All resumes must be submitted to the attention of Bonnie Moore, director, Department of Community Development, Post Office Box 31109, Shreveport, Louisiana, 71130 or may be hand delivered to 1237 Murphy Street, Room 314, Shreveport, Louisiana. All responses must be received by May 4, 2010.

BUREAU CHIEF OF HOUSING AND BUSINESS DEVELOPMENT

Bureau Chief of the Bureau of Housing and Business Development is an appointed position and serves at the pleasure of the mayor. The bureau chief is responsible for housing and business development.

Duties:

- Plan, organize and direct all bureau activities relating to housing and business development, assist in the development of new programs, and set priorities;
- Recruit, train, and supervise staff;
- Oversees the development, revision, evaluation, and implementation of operational policies and procedures, identifies areas for organizational improvement, and ensure program conformance with federal, state and local regulations and policies;
- Manage the day to day operations of the bureau, demonstrate continuous efforts to improve operations, streamline work processes, and make sure that the goals and objectives of the bureau are met;
- Establish and evaluate performance standards, assigns and reviews work, and recommends disciplinary actions;
- Prepare and implement the budget, meet critical budget deadlines, and monitors budget expenditures;
- Review and approve all correspondence to be submitted to interest groups, private sector employers, sub-recipients, contractors and other agencies as required;
- Review and approve travel for staff, purchasing, documents, contracts, invitations for bid, and other correspondence;

- Represent the city and department at neighborhood association meetings, internal and external meetings, and conferences as required;
- Acts as a liaison and develops partnerships with non profit, government officials, public and private agencies; and,
- Assist in preparing the Consolidated Strategy Plan, Consolidated Annual Performance and Evaluation Report, Annual Action Plan and other relevant reports, statistics and surveys.

Qualifications:

- Bachelors' degree and five years management experience in housing, finance, community development or related areas;
- Knowledge of the business industry, real estate market, and affordable housing development issues;
- Experience with HUD programs, including HOME, CDBG and McKinney-Vento programs;
- Experience with contract administration and grants management;
- Strong written and verbal skills;
- Experience developing plans, surveys, and statistics; and,
- Experience in program analysis, program compliance, project management, grant writing and performance measurement analysis.

Additional Requirements: Possession of a Louisiana Class C Driver's License is required upon appointment.